Electronic Health Library of BC

e-HLbc

e-HLbc Management Committee Business Meeting

Date: Friday, November 14, 2014 (12:00 – 1:00pm)
Location: Room 2050, SFU Harbour Centre, 515 Hastings Street, Vancouver, BC

Participants:

In Person:
April Haddad (JIBC, Chair)
Karen McDonnell (CPSBC, Vice-Chair)
Ruth Rochlin (IHA)
Debbie Schachter (Douglas)

e-HLbc Administrative Centre:
Jennifer Bancroft (e-HLbc, Recorder)
Anita Cocchia (e-HLbc)

Teleconference:
Todd Mundle (KPU)
Michelle Purdon (FHA)

Agenda Items:

1. Approval of October 10, 2014 Management Committee Meeting Minutes (April Haddad)

The committee reviewed the draft meeting minutes from the October 10, 2014 Management Committee meeting. A. Haddad asked for a motion to approve the minutes.

MOTION: To approve the October 10, 2014 Management Committee meeting minutes.
Motion Carried

2. Management Committee Health and Affiliate Sector Elections (Anita Cocchia & Jennifer Bancroft)

The term of office for the Management Committee health sector representatives will come to an end after the Spring 2015 Steering Committee meeting. As Vice-Chair, K. MacDonnell is exempt from the elections. An election will be scheduled for Spring 2015.

An election for an affiliate sector representative will also be held in Spring 2015 as Deb Monkman has resigned from her position at the Physiotherapy Association of BC.

ACTION: The Management Committee Chair will invite e-HLbc member librarians to submit nominations for the positions of health and affiliate sector representatives.

3. **Core Suite Renewal Update (Anita Cocchia)**

Next steps for the core suite renewal were discussed. The Core Suite Case for Renewal will be sent to the Steering Committee and posted to the private members page on the e-HLbc website in February 2015. The terms and conditions agreements will be signed before the 2015 Spring Steering Committee meeting.

The Membership Pledge will be sent to the Management Committee for review and approval before being sent to the Steering Committee in November 2014. Full members will not sign a formal commitment document.

Affiliate members will be sent individual invitations for membership renewal.

Separate invoices, for the core suite resources and membership fees, will be issued to all members in the 2015/16 fiscal year.

ACTION: Send the Membership Pledge to the Steering Committee in November 2014.

ACTION: Send the Core Suite Case for Renewal to the Steering Committee in February 2015.

ACTION: Request membership renewal confirmation from affiliate members in March 2015.

ACTION: Gather three-year commitments from full members and one-year commitments from affiliate members in March 2015.

ACTION: Issue core suite licensing and membership fee invoices to e-HLbc members in April or May 2015.

ACTION: Sign the Core Suite license agreements with vendors by May 2015.

4. **Health Authority Cost Sharing Formula Update (Anita Cocchia)**

The committee discussed revising the cost sharing formula that e-HLbc has used to allocate costs among the health authorities for the last two core suite renewals. The

cost sharing formula is based on a document called the *Patient Safety and Learning System Cost Sharing Formula.*

The BC Academic Health Council introduced the cost sharing formula. Background information on the formula is unavailable, and attempts to update the formula have proved unsuccessful.

The Management Committee and Administrative Centre will investigate the matter further. If an alternative cost sharing formula is not found before January 2015, e-HLbc will use the existing formula in the Case for Renewal.

ACTION: R. Rochlin and K. MacDonnell will speak to their respective Finance departments to find out how the BC Ministry of Health allocates costs among the health authorities.

ACTION: The Administrative Centre will investigate past correspondence with the BC Academic Health Council to find background information about the cost sharing formula.